



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: January 29, 2008
TO: City and Township Clerks
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: Reimbursement for Conducting the January 15, 2008 Presidential Primary

The form needed to claim reimbursement for the costs you incur in administering the presidential primary is attached. Your reimbursement claim must be returned to the following office no later than **April 14, 2008**.

Michigan Department of State
Bureau of Elections
P.O. Box 20126
Lansing, Michigan 48901-0726
Fax: (517) 373-0941

Reimbursement will be provided for all reimbursable expenses incurred by your city or township in the course of administering the presidential primary. While you are not required to send receipts with your claim, you are required to retain the receipts on file until January 15, 2014 (six year period). The State retains the right to inspect all receipts maintained in support of your claim at any time during the six-year period.

Examples of Reimbursable Costs

All claimed expenses must be attributable to the presidential primary. If a special election was conducted in conjunction with the presidential primary, any expenses which are attributable to the special election cannot be claimed. Expenses attributable to the presidential primary which can be claimed include:

- Rental charges for buildings used to establish polling places. (The rental of public buildings is not reimbursable.)
- The cost of supplies and postage.
- Fees for janitorial services.
- The cost of publishing close of registration notices, election notices and public accuracy test notices for the presidential primary (if paid by city or township).
- Travel and transportation expenses associated with the presidential primary.

- Fees for equipment rentals.
- Wages or per diem payments made to precinct inspectors and temporary employees.
- Election overtime or extra compensation paid to regular employees or officials for handling the presidential primary if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections. (Such payments must be authorized as appropriate.)
- Any other miscellaneous expenses associated with the presidential primary.

Examples of Costs Which Are Not Reimbursable

Any costs attributable to the conduct of a special election held in conjunction with the presidential primary cannot be claimed. Other expenses which cannot be claimed include:

- Compensation paid to regular employees or officials (except as noted above with respect to "overtime" and "additional compensation").
- The cost of new equipment (capital outlay).
- The cost of reusable supplies or equipment.
- Any costs associated with the registration of voters.
- Any costs associated with the establishment of a "permanent absentee voter" mail list for the distribution of absent voter ballot application forms. (This includes the cost of any mailings sent to voters to instruct them on the procedure for adding their names to the "permanent absentee voter" mail list.)

Questions?

Please direct any questions you may have with respect to the reimbursement program to Dave Foster (fosterd2@michigan.gov) or Carol Pierce (piercec1@michigan.gov) of this office. Phone: (517) 373-2540.



STATE OF MICHIGAN
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**CITY/TOWNSHIP REIMBURSEMENT CLAIM
FOR CONDUCTING JANUARY 15, 2008 PRESIDENTIAL PRIMARY**

Instructions

- See accompanying memo for examples of reimbursable and non-reimbursable costs.
- If you have no expenditures in a particular section, enter \$0.00 as your total for the section. If you require additional space in any area, attach additional sheets.
- Do not send receipts with your claim. Receipts must be kept until January 15, 2014 (six-year period).
- Submit claim no later than **April 14, 2008** (see return address at end of claim). Retain a copy for your records.

City _____ Township _____ County _____

I. PRECINCT INSPECTORS: Itemize as shown below. Include absent voter counting boards and receiving boards if applicable.

Number of inspectors: _____

Regular rate of pay: _____

Premium rate of pay for chairpersons (if applicable): _____

Number of precincts: _____

Other: _____
(Specify)

Total _____

II. TEMPORARY EMPLOYEES: List number, function, cost, length of employment.

Number, function, cost, length of employment (required):

Total _____

III. ELECTION OVERTIME OR EXTRA COMPENSATION PAID TO REGULAR EMPLOYEES OR OFFICIALS: List number, hours worked, rate. (See “Examples of Reimbursable Costs” in accompanying memo for further information.)

Number, hours worked, rate (required):

Total _____

IV. POSTAGE: Itemize as shown below. The cost of postage used to mail voter identification cards and voter registration notices is not reimbursable.

	<i>Quantity</i>	<i>Cost</i>
Absent voter ballot applications:	_____	_____
Absent voter ballots:	_____	_____
Inspector credentials:	_____	_____
Other: _____ (Specify)	_____	_____
	Total	_____

- V. VOTING/TABULATION EQUIPMENT COSTS:** Itemize costs paid by city or township and type of equipment. Pre-election setup and post-election disassembly costs are reimbursable. Vehicle costs associated with the transportation of voting equipment other than gasoline or mileage are not reimbursable if vehicles are owned by jurisdiction. If vehicles are not owned by jurisdiction, rental charges may be claimed.

Itemization of costs and type of equipment (required):

Total _____

- VI. POLLING PLACE RENTAL:** Itemize location, number of precincts contained, cost. The rental of public buildings is not reimbursable.

Location, number of precincts contained, cost (required):

Total _____

- VII. JANITORIAL SERVICE:** Itemize number of precincts, cost.

Number of precincts, cost (required):

Total _____

VIII. PUBLICATIONS: Itemize (examples: registration notice, election notice, notice of public accuracy test). Costs paid by county are not reimbursable.

Itemization (required):

Total _____

IX. SUPPLIES: List supplies used in conducting election and paid for by the city or township. The cost of reusable supplies is not reimbursable (examples: ballot containers, ballot bags, etc.).

Listing of supplies (required):

Total _____

X. MISCELLANEOUS (INCLUDING PROGRAMMING COSTS): All claimed items must be listed. May be used for costs related to optical scan and AutoMARK Voter Assist Terminal programming.

Listing of miscellaneous expenses (required):

Total _____

REIMBURSABLE COSTS CLAIMED:

GRAND TOTAL

CERTIFICATION: I hereby certify that the costs listed in this claim are proper charges to the State of Michigan for conducting the January 15, 2008 presidential primary pursuant to the instructions provided by the Department of State. I further certify that the receipts and bills supporting this claim are available in my office and will be retained until January 15, 2014.

_____	_____/_____/_____
(Signature of City or Township Clerk)	(Date)

(Printed Name)	
_____	_____
(Phone Number)	(Email)

RETURN CLAIM TO:

MICHIGAN DEPARTMENT OF STATE
BUREAU OF ELECTIONS
P.O. BOX 20126
LANSING, MICHIGAN 48901-0726
FAX: (517) 373-0941